

Code: 3252

Title: FINGERPRINT TECHNICIAN

SUMMARY: Within a law enforcement agency, incumbents in this classification obtain and file inked finger and palm prints from suspects and applicants. Incumbents photograph suspects, detainees, applicants and sex offenders, perform inked print to inked print comparisons and identifications and enter demographic data into the Arizona Automated Fingerprint Identification System (AZAFIS).

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Enters inked ten print images and demographics into computer files;
Performs computer-assisted and manual inked print to inked print comparisons and identifications;
Fingerprints and photographs suspects, detainees, applicants and sex offenders;
Files and retrieves inked fingerprint cards and security information;
Maintains required security and confidentiality of information encountered or created in the course of duties;
Maintains records and files and generates reports;
Communicates with other agencies on fingerprint related matters;
Provides technical information regarding techniques and processes of fingerprinting for department personnel and staff from other law enforcement agencies;
Assists in updating and establishing new AFIS system policies and procedures;
May be required to testify in court regarding inked print to inked print comparisons and identifications and sex offender registration.

KNOWLEDGE & SKILLS:

Knowledge of:

- the types of fingerprint patterns and their interpretation;
- sequential filing systems and file maintenance procedures;
- general office procedures.

Skill in:

- obtaining legible fingerprints and palmprints;
- computer data entry and retrieval;
- maintaining complex record filing systems;
- the use of standard office equipment;
- the use of photographic equipment;
- communicating effectively, orally and in writing;
- establishing effective working relationships with members of the public.

MINIMUM QUALIFICATIONS:

EITHER:

(1) One year of experience in an environment which included the collecting or taking of inked fingerprints from subjects.

OR:

(2) Completion of training or course work in fingerprint classification from an accredited community college or International Association of Identification (IAI)-recognized training program.

OTHER REQUIREMENTS:

Licenses and Certificates: All incumbents must obtain AZAFIS Ten Print Operator Certification and ACJIS Network Terminal Operator Certification within six months from appointment and must maintain these certifications as a condition of employment. All positions require qualifying for and maintaining

current membership in the International Association for Identification (IAI); membership may be required at the time of appointment or prior to completion of initial/promotional probation. Some positions require possession of a valid Arizona Driver's License with appropriate endorsement(s). Failure to obtain/maintain the required licenses/certifications/membership shall be grounds for termination.

Special Notice Items: All positions require the successful completion of a background investigation due to need for access to law enforcement, detention and/or correctional facilities or associated confidential information, documents and like materials. Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

Physical/Sensory Requirements: All positions require the ability to: examine line/shape detail and discern differences/similarities between form; perceive the full range of the color spectrum; work for extended periods of time using high power magnifiers, and; accurately focus photographic lenses.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.